



Republic of the Philippines  
**MUNICIPALITY OF CATARMAN**  
Province of Northern Samar

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

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**PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SUBDIVISION REQUIREMENTS CHECKLIST**

- Duly Accomplished Preliminary Approval and Locational Clearance Application Form
  
- Four (4) sets of the following documents duly signed by a licensed Architect/Engineer
  - Site Development Plan (Schematic Plan) showing the proposed layout. Plot all existing trees w/ a diameter of 0.30 meter or more
  - Vicinity Map w/ a minimum of 2km. radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities
  - Survey Plan of Lot(s) as described in TCT(s)
  - Ground and Floor Plans For Condominium/Townhouses only
  
- Certified True Copy of Title(s)
- Latest Real Property Tax(RPT) Receipt
- Certified True Copy of Tax Declaration
- Current Tax Receipt or Non-Tax Delinquency Certificate
- CTC of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage
- Zoning Certificate
- Conversion Clearance from Department of Agrarian Reform (DAR)
- Permit to Cut Trees
- Letter Authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project
- Deed of Sale if applicable
- Affidavit of Consent if applicable
- Contract of Lease if applicable
- Barangay Council Resolution favorably endorsing subdivision project

NOTE: Additional requirements may be required after inspection and evaluation of documents. All documents should **not be more than 3 months old** upon filing.